



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY

JOB DESCRIPTION

POSITION: CIVIL ENGINEER

REPORTING TO: REGIONAL ENGINEER

SUPERVISES: ENGINEER TECHNICIAN/ RANGERS/FIELD FOREMAN/SLUICE OPERATORS

SALARY SCALE: BAND 5

The holder of the post prepares and supervises maintenance, rehabilitation, new works and emergency repair works.

Main Responsibilities:

- attends regular coordination meetings, under the chairmanship of the Regional Engineer;
- carries out surveys of D & I structures to keep abreast of the actual situation in the D & I systems and use the information for preparing maintenance activities in the field;
- supervises maintenance work and rehabilitation contracts and new works;
- assists in and advises on preparation of tenders, terms of reference and any other pre-contract activity;
- monitors financial and physical progress on all contracts within his projects;
- maintains technical files on projects and adjusting data in the D & I database according to actual changes being implemented in the field;
- carries out any other task set by the Regional Engineer from time to time.

Qualifications

The job holder must have a Degree in Civil Engineering from a recognized institution with two (2) years' experience within the Field of Engineering.

Supervisory Responsibility

This job holder will be required to supervise at least one staff.

Work Environment

While performing the duties of this job, the employee regularly works in the field setting but will be required to be in office to complete reports

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Fridays from, 8:00 a.m. to 3:30 p.m. respectively.

Updated by: *Ms. J Blackman*
Senior Human Resource Officer

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